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APPLICATION FOR RECORDS RETENTION SCHEDULEOFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF ARCHIVES AND HISTORY
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

FOR AGENCY USE		FOR RECORDS MANAGEMENT USE	
Application Date April 11, 1979	1. Agency Address Department of Administrative Services Fiscal & Self-Insurance Division Treasury & Cash Management Section 116 Mitchell Street/Room 407 Atlanta, Georgia 30303	Application Number 79-130	
Application Number		Date Received JUN 22 1979	Date Completed JUL 20 1979
2. Person to Contact Ivy Huff		Working Title Accountant Principal	
		Telephone Number 656-2168	
3. Action Requested a. <input checked="" type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input type="checkbox"/> Amend Application No. _____ Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void			
4. Dates of Series Earliest Latest 1970 Present		5. Records Series Title (followed by title used in office; if different) Agency Budget Warrant Copies (original copy)	
6. Division and Office Function What is the function of the Division and the Office in which this record series is created? The Fiscal Services Division is responsible for administering Self-Insurance of State Property and Liability; Workmen's Compensation for State Employees; Treasury and Cash Management of State Funds; and for assisting State Agencies in design and implementation of fiscal information systems. The Treasury and Cash Management Section receipts, disburses to Agencies, and invests State General Funds and Revenue Sharing monies. Federal funds receipted and disbursed include letter of credit, Department of Transportation reimbursement, National Flood Control Fund, and National Forest Reserve Fund; receipts and disburses various Trust Funds; provides accounting services and records for Superior Court appropriations; insures eligibility of municipalities for and disburses grants to municipalities and counties.			
7. Record Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Documents relating to: the process followed in allotting State funds to agencies. Included are: original copy of Agency Budget Warrants which are issued by the Office of Planning and Budget, General Government Division, and authorize disbursement of State funds by the Treasury and Cash Management Section. File is arranged: numerically by warrant number.			
8. Monthly Reference Rate How often are records referred to which are: One to six months old <u>2</u> ; Seven to twelve months old <u>1</u> ; Thirteen to twenty-four months old <u>0</u> ; twenty-five months and older _____?			
9. Annual Rate of Accumulation of Records Letter-size drawers <u>3</u> ; Legal-size drawers _____; Shelves _____; Other (specify) _____			

YES	NO	10. Questionnaire (Place an "X" in the proper column)
	X	a. Is this the official copy of the series? If not, where is it? O.P.B., General Government Division
	X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
	X	c. Is this a vital record?
	X	d. Does this series have historical or long term research value?
	X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
X		g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy. Annual State Audit Report
X		h. Is there a duplication of this series in your office, or in another office or agency? Information is duplicated If yes, where? in Comptroller General's Office and O.P.B.
	X	i. Is this series (or a major portion of it) regularly microfilmed?
	X	j. Does the record series result in a computer printout?

11. Retention Requirements

The following requires the series to be kept:

a. State Law	_____ years.	d. Audit period	<u>1</u> years.
b. Statute of limitation	_____ years.	e. Administrative need	<u>1</u> years.
c. Federal law	_____ years.	f. Federal retention instructions	_____ years.

Attach copy or excerpt of laws or regulations. Explain administrative need.

12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☒ Fiscal Year; ☐ Other _____ then,

- ☒ Hold in the current files area _____ month(s) 1 year and until State Audit is completed; then
- ☐ Transfer to local holding area, hold _____ year(s); then
- ☐ Transfer to State Records Center; hold _____ year(s); then
- ☒ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☐ Other (Specify)

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<i>Robert L. Mathis for D. N. Manley</i>	6-19-79	<i>Laurel J. Holbrook</i>	06/18/79
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)		State Records Committee (Signature)	Date
		State Auditor/Designee <i>[Signature]</i>	6-20-79
		Secretary of State/Designee <i>Carroll Hax</i>	7-16-79
		Attorney General/Designee <i>[Signature]</i>	6-22-79